**Variations and cancellations:**

Employees can vary or cancel an agreed and booked period of SPL, with at least 8 weeks’ written notice before the dater of variation. All variation or cancellations, including notice to return to work early will count as a new notification except if a child is born early or the School has requested a change.

All periods of discontinuous leave will be carefully considered and the employee will be informed in writing of the decision no later than the 14th day after the leave of notification was made. A modified version, for example, may be suggested by the manager.

If the period of leave is refused the employee may withdraw the request on or before the 15th day after the notification of leave was given or take the leave in a continuous block and the employee has until the 19th day to choose when the leave period will begin. This cannot start sooner than eight weeks before the date the original notification was given.

Employees should contact their manager, as early as possible, to discuss in detail the leave proposed and what will happen whilst an employee is away from work. For a single period of continuous leave, a meeting may not be necessary. If the request is for discontinuous leave, the discussion may also focus on how the proposal could be agreed or modified for both. An employee may be accompanied to this meeting by a workplace colleague or trade union representative.

To initiate SPL a mother/adopter must submit a ‘curtailment notice’ (if she has not returned to work) AND a ‘notice of entitlement and intention to take shared parental leave’ OR a declaration stating that her partner has given his or her employer a notice of entitlement and intention to take shared parental leave and that she consents to her partner taking that amount of leave. The mother/adopter is bound by the curtailment date and cannot revoke unless particular circumstances (e.g. notice was given before the birth and is revoked in first 6 weeks after birth).

**Employee not entitled to SPL/ShPP**

Up to 37 weeks ShPP and 50 weeks SPL available to parents to share

Yes

No

Does the employee meet the continuity of employment test and their partner meet the employment and earnings test and have earned above the lower earnings limit in 8 weeks leading up to and including the 15th week before the EWC or matching date and still be employed by same employer at start of SHPP